

Chief, Management Staff

26 November 1958

Chief, Records Management Staff

Weekly Report for Week Ending 26 November 1958

1. Contributions

a. Tangible

- (1) Approved a revised Records Control Schedule for the Administrative Staff, GTR.
- (2) Completed six new and 19 revised forms.
- (3) The Records Center received 359 cu. ft. of inactive records from 6 offices; 20 cu. ft. of records destroyed, leaving a balance of 1,032 cu. ft. awaiting destruction.

b. Intangible

- (1) Made acceptable modifications in Form 1315, "Statement of Earnings and Deductions", which were agreed to by the Office of Security and thereby permitted the printing of this form by a commercial contractor.

2. Assignments - Active

a. Forms

- (1) Seven new and 25 revised forms pending.
- (2) Printing Services Division Survey.
- (3) Reduction in [REDACTED] Requirements for Forms.
- (4) Revision of Travel Order. Comments received on proposal from DE/I area. Comments from DE/I area needed to complete project.

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- (5) Teletype Dissemination Information Reports and Systems.
- (6) Revision of [REDACTED] Form.

b. Shelf Filing

- (1) Office of Personnel. Submitting receipt of remainder of shelving from contractor.
- (2) IR/OCR. Bid for equipment awarded to Record Files, Inc. Shipment of equipment and completion of project expected within approximately 30 days.
- (3) Acquisitions Branch Library/OCR.
- (4) Map Library Division/OCR.

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- (5) Office of General Counsel. Floor plan being prepared.
- (6) [REDACTED] Field Office/Contract Division. Plan for shelf file arrangement being prepared.

c. Filing Systems

- (1) Office of Personnel Subject-Numeric Files. Installation in Employee Relations Branch suspended until 3 December at request of Office.
- (2) [REDACTED]
- (3) Security Staff (New Building). A trial of the system indicates that it is working effectively.
- (4) Office of Communications, [REDACTED]
- (5) Office of Personnel/Contract Personnel Division.

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d. Audit and Revision of Records Control Schedule

- (1) Medical Staff. Preliminary schedule for Chief, Support Division and Registrar Division completed and submitted for concurrence. Seven cu. ft. of records returned to the Center and five cu. ft. destroyed in office. As a result of the audit of this schedule, one 4-drawer safe and two Kardon card file safes will be returned to stock.

(2) OCR. Review of revised schedule completed by the Area Records Officer in process.

c. Vital Records

(1) Seventeen members of OSI who are recently assigned to their Emergency Force were briefed on the operation of the Vital Materials Repository.

3. Assignments - Inactive

- a. OSI-Subject-Matrix File Installations.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division File Survey.

4. News

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a. I accompanied Mr. [redacted] new Chief of [redacted] F, and three members of his staff to the Records Center. Mr. [redacted] seemed impressed with the operating procedures of the Center. He is currently concerned with a fairly large group of records now at Headquarters for possible transfer to the Center.

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b. The Records Center received approximately 300 cu. ft. of sensitive OSI type records from an overseas area [redacted] on Sunday. These records were [redacted]

Logistics. There will probably be [redacted] these records later.

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c. Messrs [redacted] and Miss [redacted] attended the monthly luncheon meeting for American Society for Public Administration.

Distribution: 25X1A9a

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Orig - Addressee

- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - Mr [redacted]
- 1 - R [redacted]

11/28/58

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